

**TOWN OF TROUTMAN
400 NORTH EASTWAY DRIVE
TROUTMAN, NORTH CAROLINA**

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

January 06, 2020 – 4:00 P.M. – Troutman Town Hall

Presiding: Mayor Teross W. Young, Jr.; Council Members Present: Mayor Pro Tem W. Paul Henkel; Sally P. Williams; Paul R. Bryant; George W. Harris; Edward R. Nau

Councilmembers Absent: None

Staff Present: James W. Freeman, Interim Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Tina S. Fleming, Police Chief; Emily M. Watson, Parks and Recreation Director; George A. Berger, Planning Director; Adam K. Lippard, Public Works Director; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, Iredell Free News

Others: (Sign-in sheet is attached to these minutes)

I. MAYOR YOUNG CALLED THE AGENDA BRIEFING MEETING TO ORDER

- **Adjustment(s) to the Agenda Briefing Agenda**

Addition: Closed Session Pursuant to NCGS 143.318-11(a)(4) to Discuss Economic Development.

- **Adoption of the Agenda**

*Upon motion by Council member Bryant, seconded by Council member Nau, and unanimously carried, approved the Agenda Briefing Agenda as amended above.

II. GENERAL BUSINESS

A. Mayor and Council Items

1. Elected Reports / Comments / Questions

Councilmember Williams:

- In reference to Agenda Briefing Item #III to consider canceling Council's regular meeting of Thursday, January 9th, Councilmember Williams expressed the need to not cancel the regular scheduled meeting in order to provide the public the opportunity to speak/comment.
- Voiced a citizen complaint regarding the condition of the Town's Christmas reefs, and the absence of a tree and decorations at the Town Depot. She commented that she would like to see a tree at the Depot and the Depot decorated next year being that it is in the center of Town. Parks and Rec. Director Emily Watson stated that the reason there was no tree at the Depot is because the tree at the Depot had to be moved to the park. She also stated that Christmas decorations is something that staff would like to talk about at budget.

- Asked for clarification regarding an email seeking a Chartered Fire Department financial proposal to become a Town Department. Interim Town Manager Freeman referenced Council's November meeting discussion regarding a municipal Fire Department verses a Chartered Fire Department. The minutes reflecting a financial assessment first be completed to see if taking over the Fire Department would be financially feasible for the Town. Councilmember Williams asked if there is a charge for an assessment. Interim Manager Freeman responded that he does not know as of yet, but is seeking a cost proposal to bring back for Council's consideration to pursue or not. If such proposal is approved, it would be helpful to have the assessment completed by this upcoming budgetary process.
- Per several citizen requests, Councilmember Williams asked if Council can undo the recently passed text amendment permitting truck parking and maintenance in industrial zoning districts. Councilmember Williams stated that she was not clearly informed as to the location of the property for which the text amended was intended. Otherwise, she would not have voted in favor of the text amendment. She also referenced the resolution Council adopted in June 2019 in support of the Fairgrounds and in recognition of a partnership between the Town and County voicing concern that the County could move the Fairgrounds.

Planning Director George Berger stated that the text amendment is to permit the use in a specific zoning district, and commented that there has not yet been an application filed under the new text amendment. Therefore, Council could direct staff to pursue another text amendment removing the permitted use, and commented that to his knowledge being that no application being filed, nothing is vested. Interim Manager Freeman asked if a potential issue existed if the buyer of the property, being the applicant of the approved text amendment, has expended funds and is working on submitting an application soon? Mr. Berger stated that he is not sure from a legal perspective. There could be a potential issue such as: an agreement between the potential buyer (Gaines Trucking) and potential seller (Onsrud Industry) and if vested rights were established. Mr. Berger advised that the perspective applicant's interest in purchasing the property along with the location of the property, has been provided through multiple email correspondence and November meeting staff report with Council. Town Attorney Gary Thomas stated if the applicant has expended or invested funds, they could have vested rights. Councilmember George Harris stated that the text amendment was to allow truck parking in all Heavy Industrial districts with a Special Use Permit. Councilmember Paul Henkel requested that staff research if vested rights exist and bring findings back to Council for update at Thursday's regular scheduled Town Council meeting.

*Upon motion by Councilmember Williams, seconded by Councilmember Nau, and unanimously carried, approved to start the application process to eliminate language in the UDO text amendment that allows truck parking in industrial zoning district.

- In reference to Agenda Briefing Item II. (B.)(3) Agenda Format Discussion, Councilmember William commented that she like the format just as well as the previous format followed by commenting that she prefers the departmental reports continue to be sent electronically (verses included in packets) in order to save trees.
- Steve Shealy explained the location of Lake Norman Business Park as inquired by Councilmember Williams.
- Questioned Planning Director Berger's general early working hours and leaving early. Mr. Berger stated that his hours was approved by the previous Town Manager Justin Longino as a condition when he was hired. Councilmember Williams voiced concern of Mr. Berger leaving early and not being accessible to potential clients. Mr. Berger stated that he would work on it. She also voiced concerns/complaints of phone calls to Mr. Berger not being returned asking if he takes phone calls during the day. Mr. Berger replied "all the time".

- Addressed Police Chief Tina Fleming stating that she liked the news article about her that came out today. Inquiring how the mentioned license tag readers work. Chief Fleming presented a brief background on the system and its features stating that cameras take pictures of the vehicles tag in efforts to assist in pinpointing a possible suspect. Cornelius has the cameras are very informative in sharing information with other agencies. Troutman is being given 2 cameras to use on a trial basis at no cost and will be located around the Exit 42 area. The system has been very beneficial to other cities as will Troutman. Councilmember Henkel asked if the systems responds/acts simultaneously allowing for quick response. Chief Fleming was asked to report back to Council concerning response time, cost, and other system details

Councilmember Bryant:

- Addressed an issue regarding political signage stating that a text amendment reducing the size of political signage in residential neighborhood from 32 sq. ft. to 4 sq. ft. in area and 42 inches in height passed in September of 2016. In the new UDO process there were a lot of cut and paste and feels that particular change was inadvertently omitted. He requested that staff perform due diligence with the goal of a text amendment to re-implement the restrictions of political signage in residential neighborhoods only from 32 sq. ft. to 4 sq. ft., requesting that an amendment be presented to Council for consideration at Council's February meeting. Mayor Young expressed concern of continued issues with the new UDO of items inadvertently omitted and/or not carried over from the old UDO stating that the Town did not get what was paid for with the new UDO and questioned (in going forward) how the Town is to identify and track the actual language and/or changes made. Mr. Berger stated that he does not have any historical knowledge or background of how the amendment (adopted in 2016) did not get into the old UDO and he has no way to track it. He stated he does not know the past practices, but in the new UDO and going forward, CCOG is almost finished in getting the document (UDO) into a word doc which will allow the Town to make changes and include an index of all amendments. Mayor Young stated that he would like to know, and that Council needs to understand, what the Town paid for and what the Town actually received; and in going forward keep close track of all UDO changes. Town Clerk Davis advised there may also be an issue regarding electronic signage. Councilmember Henkel agreed that the Town did not get what was paid for, voicing STANTEC's short comings and lack of service.

Councilmember Nau:

- Questioned why the Charter School and Troutman Elementary School are not funded for SRO's stating that the County provided funding for every elementary schools in the county, but not in Troutman town limits (95% of the students in our schools are not Troutman residents). He also expressed distress that a SRO was not provided at the Charter School as requested, which is located within Town limits, and offering to pay the SRO's salary stating that all children need protection. Councilmember Nau voiced that SRO's should not be directing traffic arguing equality and fairness for services rendered and for the amount of pay received. He asked that Interim Town Manager Freeman research the status of funding for SRO's by the County Commissioners and Iredell Statesville School Board and the plan in making it equal and fair. Mayor Young stated there has been a lot of conversation regarding SRO's in the last few years and he does not know if there are other issues at play and that Council should have forthcoming conversation regarding SRO's requesting that Interim Manager and Police Chief to meet or have conversation with the county before their budget time to plan for SRO's going forward. Interim Manager Freeman questioned whether the Town has an annual contract for SRO's. Finance Director Steve Shealy commented that there is no written contract, only an understood agreement that the county will pay 10 of the 12 month salaries for three SRO's and 50% of the salary for the SRO at CATS. It was suggested that discussion regarding SRO's be continued at Councils Planning Retreat. Councilmember Bryant stated that last year, Council asked for a detailed breakdown of the cost to put an SRO in the field which is much

more involved than just salaries. Mr. Shealy stated that he did get the numbers together; and in giving them to the previous Town Manager, he did not realize that the information did not go any further. Interim Manager Freeman asked that Council give staff a few weeks to research lose ends, gather information, and come up with a game plan. Iredell County Register of Deeds and town citizen, Ron (Duck) Wyatt stated that in talking with the School Board and the County Commissioners he thinks that all the parties realize that the Sheriff's office is billing down to the cost of a bullet, where Troutman is billing the least for an SRO. He also expressed concern for equality and fairness in cost to Troutman taxpayers, and stated that to his knowledge there are no other SRO's other than Mooresville directing traffic at the elementary schools and that is an extra service that is costing the Town an hour and a half of officer manpower. All students need to be protected, but it is not fair that Troutman citizens are paying the burden for SRO's when the City of Statesville is paying for 5 SRO's where all the schools in Statesville City limits have the majority of Statesville residents in them. The majority of students in Troutman schools are not Town of Troutman residents. Councilmember Bryant stated that the number of students that are Troutman residents are unknown and that those numbers should be part of the financial discussion in the cost of an SRO. After much discussion, it was hoped that such research could be reported at Council's Planning Retreat.

(Copied in full, Councilmember Nau's notes are filed on CD titled: "Town Council Supporting Documents" dated January 6th, and January 9th, 2020 in CD Book #1 titled: "Town Council Supporting Documents")

- Expressed concern from a town citizen regarding Limelights Hair Studio and their Airbnb's rentals stating that the Troutman location of 684 South Main Street is still renting and are back advertising on the Airbnb website. Town Attorney Gary Thomas informed newly elected Councilmember Nau that the Town has a judgement against them for approximately \$14,000 in prior fines (daily interest-8%); the Town also has an injunction against residential rental services. Mayor Young looked to Town Attorney Thomas in regards to the Town's next step. Attorney Thomas advised that in reference to the judgement, the Town can execute and sell the property; or take them back to court for contempt, but the Town would have to gather evidence, where for a while it appeared they were complying. Mayor Young asked that Attorney Thomas work with Interim Manager Freeman and staff to see what evidence is needed.

Councilmember Harris:

- Commented that he liked the new Council format.

2. Manager Search Committee Status

- a. In referencing exhibits A2 (included in packet), Interim Town Manager requested comments, and/or questions Council may have regarding the proposed advertisement for the position of Town Manager stating that Centralina Council of Governments (CCOG) is ready to move forward with publishing. Mayor Young questioned the cost of the ads stating that some are quite expensive. Interim Manager Freeman referenced an email that CCOG recommended bypassing the most expensive cost and advertise in the local newspapers, in professional magazines and websites (NCLM, etc.), list serves via internet (ICMA), on Iredell Free News website, and the Town's website. Councilmember Nau asked that the Town required the new Town Manager to reside within Town limits. Mayor Young responded that Council has always strongly preferred that the Manager live in Town limits and that it is negotiated through the Managers contract.

b. Council Direction – Process Continuation or Revise

Consensus of Council to move forward with the advertisement once the stated number of employees is corrected along with a few revisions to the language around the stated population in the advertisement is corrected. It was also mentioned to possibly include the Town's budget of \$6.5 million and add the link to the Town's website with a fillable application on-line. Interim Town Manager to forward revisions to the advertisement as noted to CCOG to redraft and forward the revised version to Council for final review and approval.

Mayor Young stated that with the election, the Manager's Search Committee lost a member of the committee and requested Council comments on filling the vacancy. Councilmember Williams suggested that since the hardest part is done, to leave the committee as is. Interim Town Manager recommended filling the position due to work involved with screening of applications, and interview process. Councilmember Henkel requested to fill the position, nominating Councilmember Williams.

*Upon motion by Councilmember Henkel, seconded by Councilmember Nau, and unanimously carried, nomination of Councilmember Williams to the Manager's Search Committee was approved.

(Copied in full, Exhibits A2: Councilmember email rec'd from CCOG, Survey Results, Manager Profile, and Job Advertisement is filed on CD titled: "Town Council Supporting Documents" dated January 6th, and January 9th, 2020 in CD Book #1 titled: "Town Council Supporting Documents")

3. Planning Retreat Discussion

a. Potential dates and location

Council was in agreement setting the date of Friday, February 28th at 9:00pm for the Annual Planning Retreat. The location of retreat to be determined.

b. Topics

Interim Manager Freeman requested that Council send (via email) topics for discussion at the Planning Retreat in efforts to finalize the retreat agenda. Mayor and Councilmembers expressed interest in the following topics for discussion: streets, SRO's, Economic Development, review of strategic plan priority items (what Council said they would do verses what they have done), how to growth management, and ETJ expansion. Mayor Young suggested that Council could hold mini workshops in adjacent to agenda briefings if additional discussions are needed. Register of Deeds Ron (Duck) Wyatt suggested that Council may want to consider a discussion regarding a sewer issue (Exit 42), specifically what Council's plan is in how to move forward and putting that message and plan in place. Mayor Young commented that from an economic development perspective, that is the Town's opportunity to begin the process of communicating to that development community the direction of which the Town is going.

B. Staff Business and Reports

1. Division of Waste Management Recycle Changes

Finance Director Steve Shealy updated Council regarding new recycling requirements and Town's plans in making a strong effort in getting the word out by inserting a flier with the water billing and putting the requirements on the Town's website of what will be accepted and what will not be accepted. One example is that glass will no longer be accepted. Mayor Young requested that staff contact Mr. Jeff Benfield owner of Benfield Sanitation Service (BSS) in regards to putting out new stickers on recycling bins.

2. Departmental Reports

Parks & Recreation-Director, Emily Watson

- Radio Show
Parks and Rec. Coordinator Emily Watson stated she and Police Chief Tina Fleming met with WSIC's Kim Wasson taking a look at the year at a glance scheduling for each month on the 2nd Tuesday. She stated that next Tuesday, 8:30am-9am, Interim Manager Freeman and Councilmember Harris will be the guest on the show "Our Town" to talk about what is going on in Troutman.
- Volunteer Appreciation Dinner-Tuesday, January 28th, 6:30pm at Little Joe's Chapel.
- Sprint into Spring-March 7th, Davesté Vineyard is the title sponsor.
- Two South Iredell High School IB Students are coordinating races for their school projects. One is for cancer research and the other is for the Jeff Gordon House.
- Updated Council on the Wayfinding Sign (referencing updating of the sign replacing YMCA with Iredell County Parks and Rec.) stating she has been trying to get it updated for a year now. Buzz Bizzell has agreed as of today to come get the sign and handle the update. Public Works Manager Adam Lippard provided an update on Phase II of the Wayfinding Signage stating that Mr. Bizzell's contractor will not proceed with the installation of the remaining 6 signs due to the placement of the signs being near fiber optic cable, therefore Public Works was directed by the previous Town Manager to complete the task. He commented it is a liability to the Town and way more than the department can do. He has met with a contractor and is currently waiting on a cost. Councilmember Henkel voiced disconcert of the Town taking on the task that Mr. Bizzell has been contracted to do. Interim Manager Freeman to research the Wayfinding project contract pertaining to the scope of work.

Public Works- Director, Adam Lippard

- Crosswalk recoating and parking space lines on West Church Street
Advised that there is a new heavy duty short term primer that looks like paint that McCoy's Services will use temporarily on the parking lines, handicap space, and crosswalks on West Avenue, and crosswalks on Brown Street. Once the weather warms up they will come back and paint. Cost is approximately \$1,300 for the total project. Mr. Lippard stated that the timeframe is next week depending on the weather.

Interim Town Manager-Jim Freeman

- Staff is moving forward with getting easements signed for the Mill Village and Children's Hope Alliance sewer projects.
- Advised that he is looking into the cost of an outside organization firm to conduct a financial feasibility assessment on integrating the Fire Department towards a Municipal Fire Department in preparation of the upcoming budget year.
- Updated Council that per City Manager Ron Smith, Statesville mentioned being ready within a week to submit their suggestion in regards to the Troutman-Statesville Annexation Agreement. Once received, he will share with Council.
- Informed Council that per his work agreement, Council has the ability to increase his work hours if so desired.
- FYI: Interim Manager Freeman will be meeting next week with Chief Fleming to discuss operational plans for the Police Department.
- FYI: Tow offices will be closed on Monday, January 20th for the Martin Luther King Holiday.
- Remote participation at meetings is on the retreat Item list.

3. Agenda Format Discussion

Interim Town Manager requested feedback regarding the agenda format and packet binders stating that the proposed changes is in efforts to lower cost and simplify things. He also advised that he may look into agenda templates and a better process of receiving information from departments. Councilmember Bryant commented that he finds the packet a little awkward verses the binder, but likes the electronic PDF version along with a paper copy of the packet as a backup. Mayor Young likes the new folder better in comparison to the binder due to making filing a lot easier, but would prefer an electronic "page numbered" version. Councilmember Harris and Nau commented that they are old school and like a paper copy.

(Copied in full, Exhibits B1: Recycling Information; and Exhibits B2: Department Reports is filed on CD titled: "Town Council Supporting Documents" dated January 6th, and January 9th, 2020 in CD Book #1 titled: "Town Council Supporting Documents")

III. CONSIDER CANCELLATION OF THE TOWN COUNCILS REGULAR MEETING TO BE HELD ON JANUARY 09, 2020, (*James Freeman, Interim Town Manager*)

Following a brief review of the agenda items proposed for the January 9th Council meeting, Council held a brief discussion concerning the possibility of cancelling of the regular scheduled meeting due to the few agenda items presented. Councilmember Henkel referred to Councilmember Williams's previous comment that she feels Council should not cancel the meeting specifically due to allow public comment. Council was in agreement to hold the January 9th meeting.

IV. CALL FOR CLOSED SESSION PURSUANT TO NCGS 143-318.11(A)(4) TO DISCUSS ECONOMIC DEVELOPMENT

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(4) to discuss economic development. Along with Town Council, Mayor Young asked that James Freeman, Interim Town Manager, Kimberly H. Davis, Town Clerk; George Berger, Planning Director; and Gary Thomas, Town Attorney join the Closed Session.

*Upon motion by Councilmember Williams, seconded by Councilmember Henkel, and unanimously carried, approved to hold a closed session pursuant NCGS 143-318.11(a)(4) to discuss economic development.

Mayor Young Opened the Closed Session.

****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION****

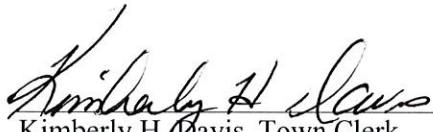
Closing of Closed Session and Reconvene Open Session

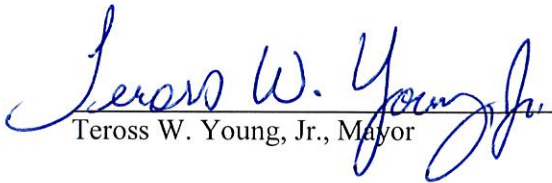
*Upon motion by Councilmember Nau, seconded by Councilmember Bryant, and unanimously carried, approved to reconvene open session.

Action Resulting from Closed Session: None

V. ADJOURNMENT

*Upon motion by Councilmember Bryant, seconded by Councilmember Henkel, and unanimously carried, Agenda Briefing Meeting of January 6, 2020 was adjourned at 7:44 p.m.


Kimberly H. Davis, Town Clerk


Teross W. Young, Jr., Mayor

(*) Motion

